

August 13, 2024

A meeting of the County Commissioners of Kent County was called to order at 6:00 p.m., with the following present: Ronald H. Fithian, President; Albert H. Nickerson; and John F. Price. The meeting convened with the Pledge of Allegiance. Commissioner Fithian asked everyone to remain silent for Mr. William Carroll. Mr. Carroll was a prominent Kent County resident who served as the Betterton Methodist Church and Still Pond Methodist Church minister and owned and operated William A. Carroll, Registered Surveyor, Inc. Mr. Carroll also worked for the State Highway Administration.

Pat Merritt, Chief Finance Officer, was also present.

PUBLIC NOTICE

Commissioner Fithian read the Fair Summary Notice for Resolution 2024-10. A Resolution Authorizing Execution of a Cable Franchise Agreement Between the County and Talkie Communications, Inc., and the Talkie Communications, Inc. Franchise Agreement. The resolution was adopted on July 30, 2024.

CONSENT ITEMS

On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved all seven of the following items:

1. Regular Session Minutes, July 30, 2024
2. Liquor Minutes, July 30, 2024
3. Public Hearing Minutes, July 30, 2024
4. Kent County 4-H Triple Shots Shooting Sports, Raffle Only, August 6 – September 21, 2024
5. Democratic Club of Kent County, Raffle Only, August 15 – October 3, 2024
6. Historical Society of Kent County, Raffle Only, December 7, 2024
7. Bill Mackey, Director, Planning, Housing, and Zoning – 2025 Nuisance Flood Plan Grant, DNR Memorandum of Understanding (14-25-4232 CZM 254) not to exceed \$22,500.00; term August 1, 2024-March 31, 2025.

HUMAN RESOURCES

Policy Change (Health, Prescription, Dental, & Vision Insurance): Jim Miller, Director of Human Resources (HR), proposed a revised policy and Resolution for Employee and Retiree Health Medical, Prescription, Dental, and Vision Insurance. A recommended policy revision was brought before the Commissioners on July 9, 2024. A decision was tabled pending further review and to consider the ramifications of the revised policy for employees who had already met the required thirty (30) years of service to retire but were still actively employed. As a result of the review and research, it was determined that seven (7) employees currently meet those criteria. Additionally, HR considered the employees enrolled in CORS/LEOPS, the criterion of which is 25 years of service. HR determined that there is one (1) employee with greater than 25 years of

service. After the meeting on July 9, 2024, there have been discussions to entertain allowing employees who have met the requisite eligibility criteria to be extended to September 1, 2025, and to allow County-elected officials to be eligible upon completion of 4 terms. A draft of the policy and Resolution for Retiree Health, Prescription, Dental, & Vision Insurance were available during the meeting. On a motion made by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the revised Employee Medical, Prescription, Dental, and Vision Insurance and Retiree Medical, Prescription, Dental, & Vision insurance (Option B) and further approved Resolution 2024-09.

Policy Change (Travel Expense Policy): Mr. Miller proposed a policy change and Resolution regarding travel-related expenses. A draft of the policy and Resolution were provided to the Commissioners for their review. The revised policy helps clarify and document the County's policy on compensation, travel, and travel-related expenses. Discussion took place. On a motion made by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the revised Compensation, Travel, and Travel-Related Expenses Policy and further approved Resolution 2024-11, except deleting #8, exemption of County Administrator and Elected Officials.

KENT FAMILY CENTER

Lisa Mazingo, Director of Kent Family Center (KFC), gave an overview of service contract agreements that support the core operations at KFC. KFC has been operating under the County Commissioners since 2015. The contract is updated annually and requires the approval of the Commissioners. The FY2025 Service Contract Agreement between Maryland Family Network and the County Commissioners, via pass-through State funding of \$330,000.00 and the pass-through Federal funding of \$30,000.00, both support the operation of KFC. Discussion took place. On a motion made by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved both agreements as presented.

OFFICE OF FINANCE

On behalf of the Kent County Sheriff's Office (KCSO), Pat Merritt, Chief Finance Officer, Office of Finance, reported that the Maryland Governor's Office of Crime Control and Prevention (GOCCP) has awarded \$2,538.00 for monitoring, compliance, and enforcement of sex offenders who reside within Kent County. This will allow KCSO Deputies to monitor sex offenders to ensure compliance with the Maryland law and help keep the public safe. The Governor's Office requires a signed document accepting these grant funds. Ms. Merritt stated that Commissioner Fithian signed the FY2025 Sex Offender Compliance Enforcement in Maryland Grant Award and Acceptance Form on August 6, 2024.

COMMISSIONER COMMENTS

Commissioner Fithian and Commissioner Price advised the following:

- A meeting with the Maryland Department of Environment regarding the Transfer Station iron issue occurred. It was concluded that the parts per

- million (PPM) was tested at 1/10 of 1%. The sample proved the County complies with the requirements. After some additional research and discussion, the recommendation is to replace some carbon filters with sand filters. More information from Dan Mattson, Director of Public Works, Water and Wastewater Management, is expected at a future meeting. Upon site inspection, a few of the walkway landing boards need replacement.
- Commissioner Fithian received a call from a resident on Annie Crow Road. The resident disputed that a tree needs to be removed and is on County property. Inspection of the tree indicated that it is very much situated on County and private property. Therefore, the tree should be removed, and the county will take care of the removal.
- Commissioner Price stated he was hopeful that he could have a conversation with the Kent County Superintendent about housing the Board of Elections office in Worton Elementary School.
- Commissioner Fithian advised that the Office of Emergency Services' new proposed building bid process is underway. Bids will be submitted to the Commissioners for review on August 27th, with the hope that construction will start after the first of the year (2025).

DOCUMENT FOR SIGNATURE

On July 9, 2024, the Board approved the month-to-month lease renewal for the office space currently used by the Kent County Board of Elections. William Albright from KRM Development finalized the renewal. The seventh amendment lease between KRM-GSM, LLC and Kent County Commissioners for the Kent County Board of Elections (tenant) of 135 Dixon Drive was submitted for signature.

PUBLIC COMMENT

The procedures for public comment were in effect. There were no comments received.

FOR YOUR INFORMATION

On July 25, 2024, the Commissioners received a letter from Harris P. Murphy, Administrative Judge, Kent County Circuit Court, regarding the Equity Hearing Room/Basement. Judge Murphy requested that the Commissioners consider relocating the hearing room to another area of the Courthouse. A copy of the letter was provided to the Commissioners for their review.

The Commissioners received letters regarding the County's support and the allocation of funds for FY2025 from the following:

- On July 24, 2024, John Schratwieser, Director of Kent Cultural Alliance (KCA), expressed his gratitude.
- On July 24, 2024, Charlie Miller, Chair of the Board of Supervisors for Kent Soil and Water Conservation District, also extended thanks.

AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

The Commissioners were provided with a copy of the ARPA Spend Plan outlining the approved expenditures to date for informational purposes.

CONTINGENCY FUND

The FY2025 Contingency balance as of July 30, 2024, is \$373,850.00. The FY2025 use of Fund Balance is \$23,153.00.

At 6:26 p.m., on a motion made by Commissioner Nickerson and seconded by Commissioner Price, the Commissioners unanimously approved adjourning the meeting. The Board is scheduled to meet again on Tuesday, August 20, 2024, at 6:00 p.m.

Respectfully submitted,

Lacey T. Cox
Deputy Clerk II

Approved:

Ronald H. Fithian, President
The County Commissioners
of Kent County, Maryland

August 13, 2024

The Board of License Commissioners met today with the following present: Ronald H. Fithian, presiding, Albert H. Nickerson, and John F. Price.

Pat Merritt, Chief Finance Officer, Office of Finance, was also present.

CONSENT ITEM

On a motion made by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved Consent Item #2 - Liquor Minutes, July 30, 2024.

SPECIAL CLASS C LICENSE

St. John and Sacred Heart Church applied for a Beer only Special Class C per diem liquor license. The event is scheduled for August 18, 2024, from 1:00 p.m. to 5:00 p.m. on Rock Hall Volunteer Fire Company grounds during the Church's annual Bull Roast. There being no objections to the application, the Board took a vote. On a motion by Commissioner Price and seconded by Commissioner Nickerson, the Commissioners unanimously approved the Special Class C (Per Diem) liquor license application for St. John and Sacred Heart Church.

FOR YOUR INFORMATION

In FY2024, the Kent County Health Department awarded the County \$24,000.00 in grant funds for the Tobacco Enforcement Program. Two separate payments of \$17,000.00 and \$7,000.00 were received, each requiring a report. The reports were completed, signed, and returned to the Kent County Health Department immediately. Commissioner Fithian signed the Maryland Department of Health, Human Services Agreement (DHMH 440) Annual Reports on July 30, 2024. The reports were provided for the Commissioners to review.

At 6:26 p.m., a motion was made by Commissioner Nickerson, seconded by Commissioner Price; the Commissioners unanimously agreed to adjourn the meeting. The Board is scheduled to meet again on Tuesday, August 20, 2024, at 6:00 p.m.

THE BOARD OF LICENSE COMMISSIONERS
OF KENT COUNTY, MARYLAND

Lacey T. Cox
Deputy Clerk II

Approved:

Ronald H. Fithian, President
The County Commissioners
of Kent County, Maryland